**Site Utilities**

Course Planner Editor

The Course Plan editor allows you to create templates, lists of courses by subject, lists of pathways with associated courses and requirements for those pathways. Additionally, you can run reports of your courses by subject and pathways. To get started, click on the Course Planner Editor link from the Admin Tools Main Menu below.

Admin Tools Main Menu Screen
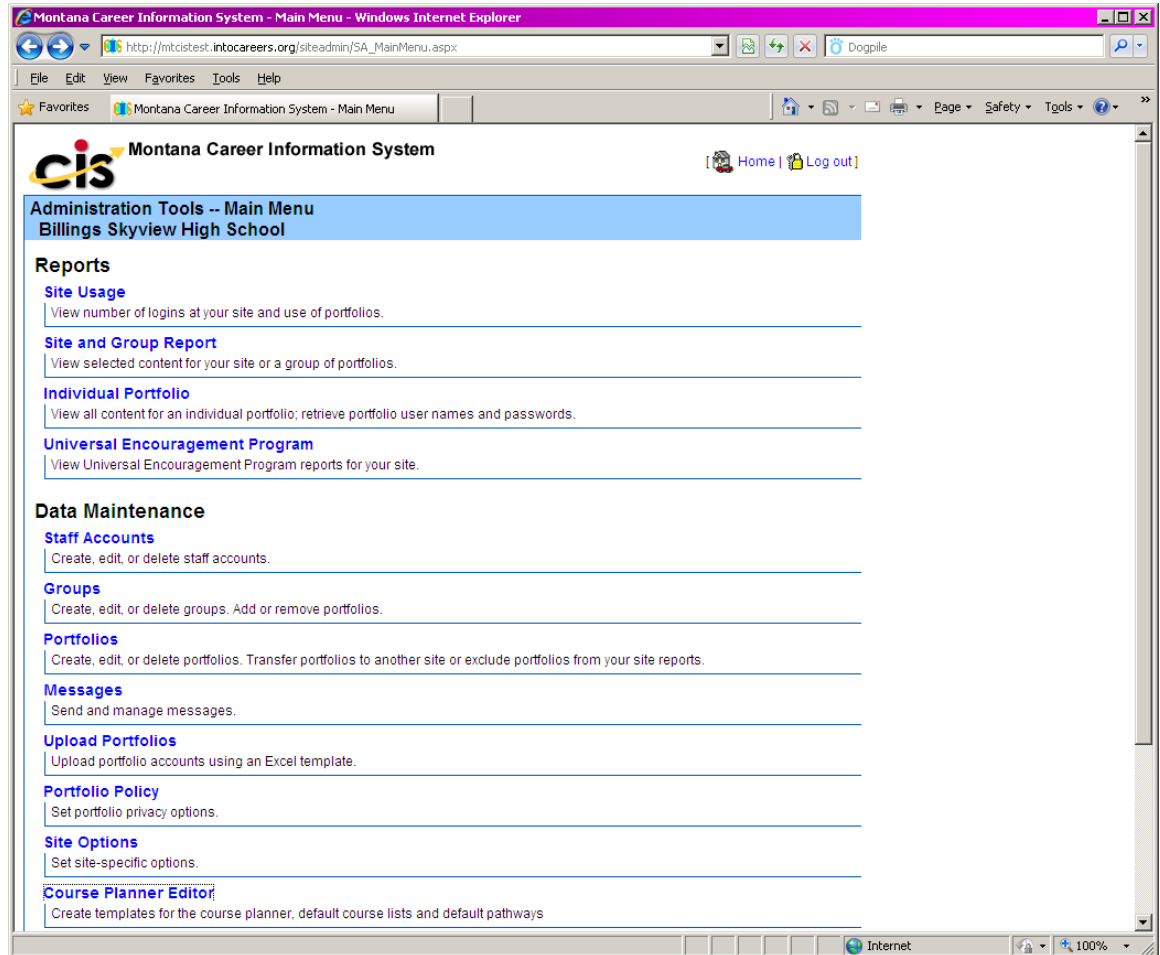
After making your selection from the Main Menu, you will link directly to the Site Course Planner Main Menu. The menu is divided into three sections:
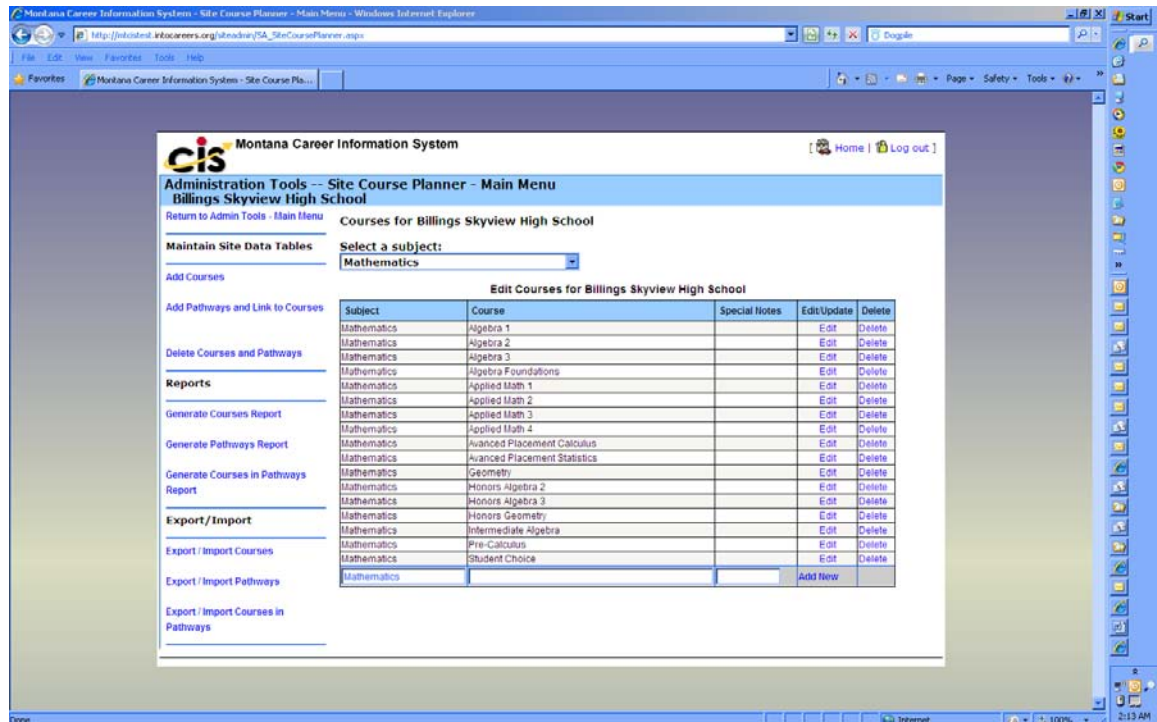
- **Maintain Site Data Tables**
- **Reports**
- **Export/Import**

When the page first comes up it defaults to Maintain Site Data Tables. You can navigate through this section using the three options below:

- **Add Courses**

- **Add Pathways and Link to Courses**
- **Delete all Pathways and Courses**

Add Courses Screen

Add Courses –click to select or enter new course information for your site.
- Select the subject from the dropdown menu that you would like to enter/edit course information for.
- Select Edit/Update to enter or edit Courses or course information, or Special Notes. After you have clicked the Edit link, it changes to an Update Cancel option, which you can use to Update or Cancel the information you entered in the Courses or Special Notes fields.
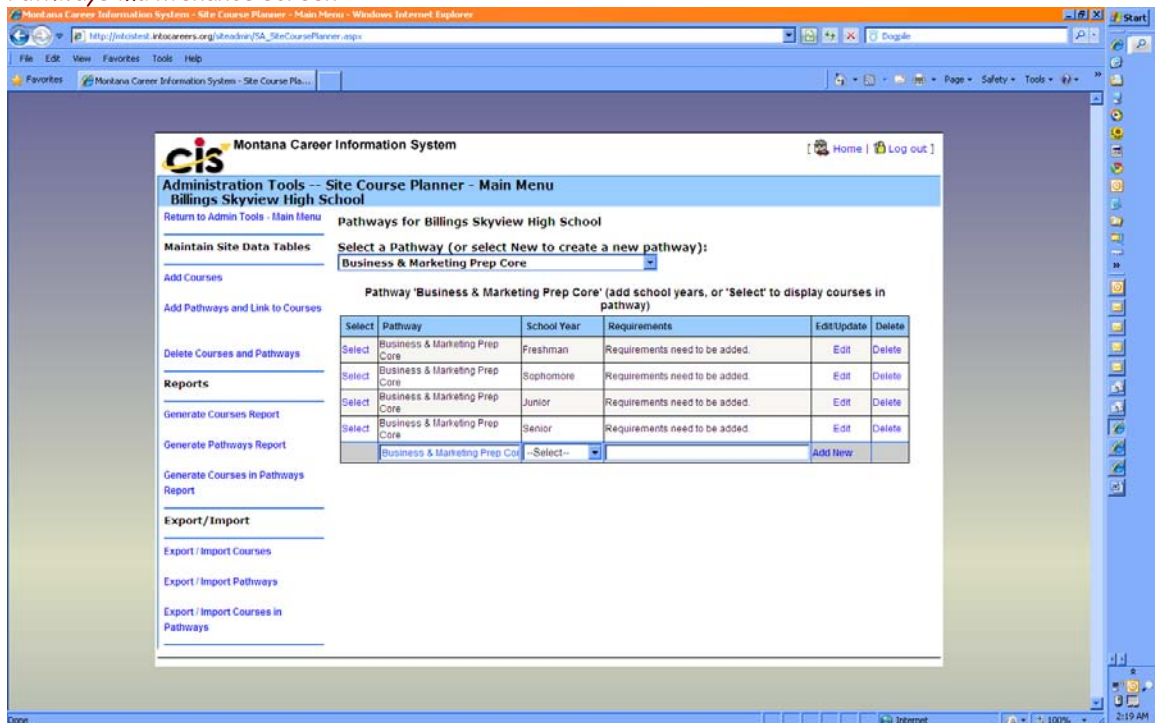
Add Pathways and Link to Courses—click to select or enter Pathway information for your site.
- Select pathways from the dropdown menu—this will bring up the Pathway Maintenance Screen.

Pathways selection screen
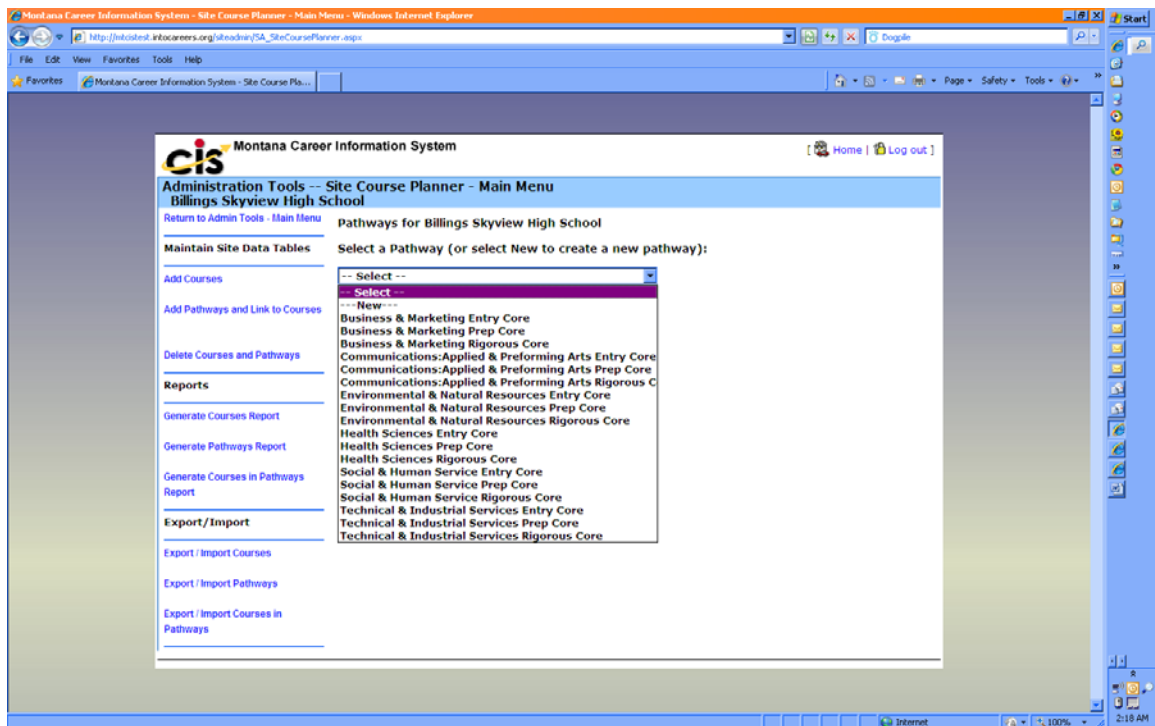
Pathways maintenance screen

- Edit/Update—click to edit School Year, or Requirements. After you have clicked the Edit link, it changes to an Update Cancel option, which you can use to Update or Cancel the information you entered in the School Year or Requirements fields.

- Add New—click to add new pathway information to your site.
- Select-- click to bring up the pathway courses for your school.

Pathways maintenance screen after a pathway is selected

- Edit/Update—click to edit Course Title, Term, or Sequence #. After you have clicked the Edit link, it changes to an Update Cancel option, which you can use to Update or Cancel the information you entered in the Course Title, Term, or Sequence #.
- Add New—click to add new pathways course information to your site.

Delete all Pathways and Courses—click to delete all pathways, courses and subjects for your site. This is usually done in order to upload new updated files.

Reports
- **Generate Courses Report**
- **Generate Pathways Report**
- **Generate Courses in Pathways**

Reports menu screen
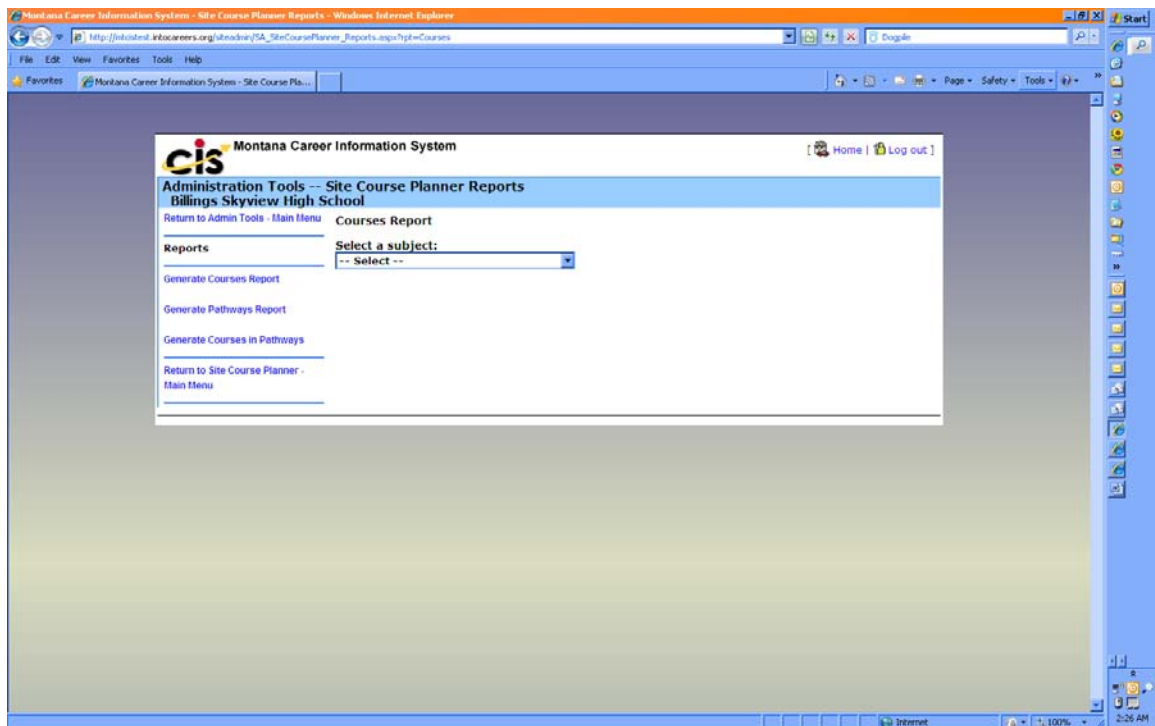
Generate Courses Report--click to select your courses from the dropdown menu, then view your report.

Generate Courses Report screen

Generate Pathways Report—click here to select your pathway from the dropdown menu, then view your report.

Generate Pathways Report screen

Generate Courses in Pathways Report—click here to select your pathway from the dropdown menu, then view your report.
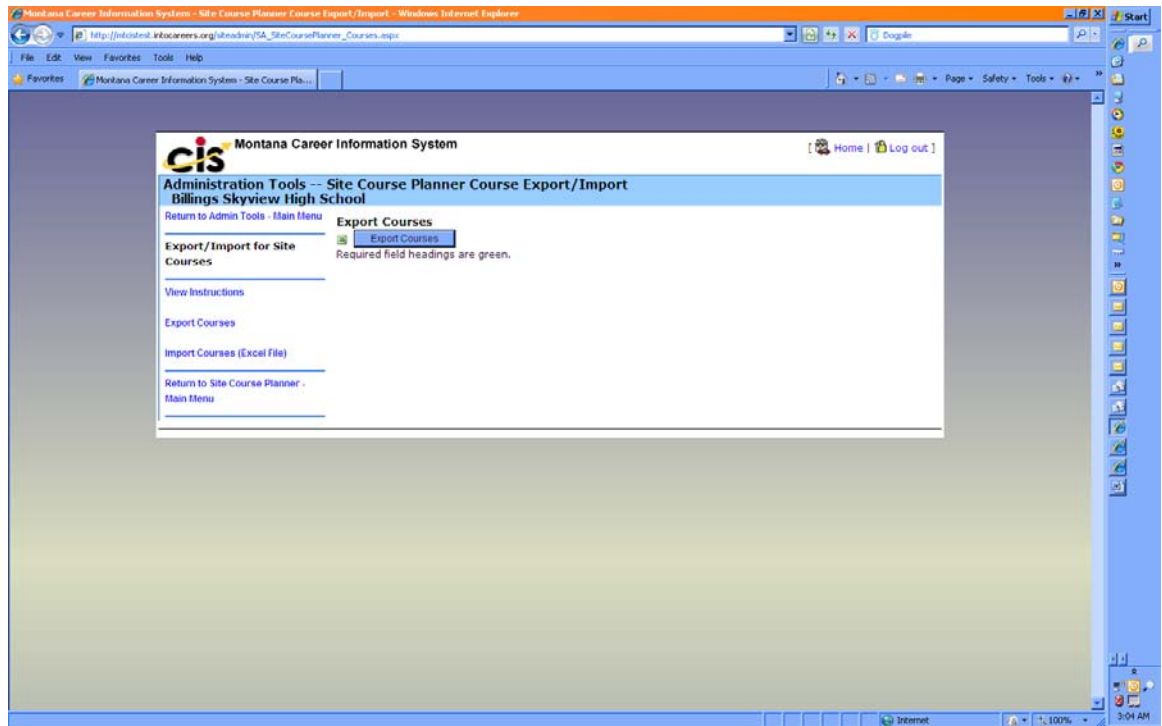
Generate Courses in Pathways Report screen

Export Import for Site Courses

> **Hide Instructions**—click to hide and unhide instructions for Export/Import of Courses.
>
> **Export Courses**—click one of these options to download or export the Course Report Excel Spreadsheet.

Import Excel Files-- click one of these options to import Course Excel Spreadsheet. Use the Trial run option to check your file for accuracy.

Export/Import for Site Courses screen